

A decorative graphic on the right side of the page. It features three overlapping circles of varying sizes, each composed of concentric rings in shades of blue. Two thin, light blue lines intersect to form a large 'V' shape that frames the circles. The circles are positioned in the top right and bottom right corners, with the middle one centered between them.

SMART eR GUIDE

June 2016

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Introduction

SMART eResources (SMART eR) is a web application that allows employees access to their own information. It is up to the district to decide what to implement to meet their needs.

Logging into SMART eR



SMART eR

District

User ID

Password

For **new employees and employees who have never logged into SMARTeR** the User ID is your employee ID number. The Password is the District number plus the last 4 digits of your social security number (no spaces).

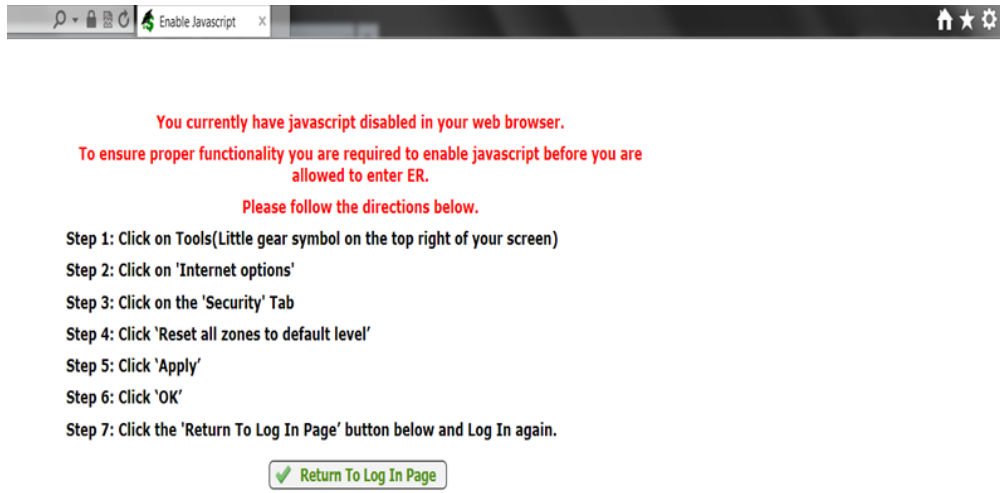
District: Verify the district number displayed in this field is your school district. If not, use the drop down list box to select your district.

Once logged in employees are required to change their password and setup a minimum of three (3) question choices.

- Password: The new password cannot be the same as your old password and must be a minimum of eight (8) characters in length and must contain at least one upper case letter, one lower case letter, one number and one symbol (e.g. John1deere\$ or Smart#1234).
- Security Question: The security question will allow the employee to use the “forget password” link to reset their password should they forget it. Users will have the option to select predefined questions, type in customized questions, or a combination of both.

The system will randomly choose one question from this list of questions for the user to verify at time of login. If answered correctly the user will be logged in. If incorrect, an additional two tries will be provided before the account is locked for account safety. The user would then have to contact the appropriate district staff to have the lock removed.

Please make sure Javascript is enabled for your browser for SMART eR to work correctly in Internet Explorer 10 & 11. If it is not enabled you will get the following screen:



After successfully entering a login id and password, the system will redirect you to a security question setup page. All fields with a colored background need to be entered in order for the page to save.

You MUST check at least 3 security questions. They can include a combination of your own questions and/or predefined ones.

Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input type="checkbox"/>	Choose Your Own Question	<input type="text"/>
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What is your favorite color?
		Answer	*****
Check Here	<input type="checkbox"/>	Pre-Setup Question	Who was your first boyfriend/girfiend?
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What color was the first house you remember growing up in?
		Answer	*****
Check Here	<input type="checkbox"/>	Pre-Setup Question	What is your favorite Sports team?
		Answer	<input type="text"/>
Check Here	<input checked="" type="checkbox"/>	Pre-Setup Question	What is your Father's middle name?
		Answer	*****

Your password has expired. Your new password must be at least 8 characters in length, cannot be the same as your old password, must contain at least 1 lower case letter, 1 upper case letter, 1 number and 1 symbol.

Current Password	<input type="text"/>
New Password	<input type="text"/>
Re-Type New Password	<input type="text"/>

Please memorize your password as it will not be repeated back to you.

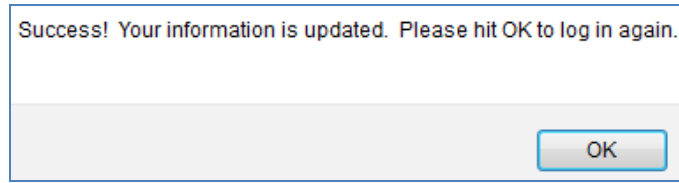


Fields with a colored background need to be entered before saving.

* If you forget your password, please use the 'Forgot Password?' button on the SMARTeR Login page to reset it.

* Your security questions can also be changed after successfully logging into the application.

When your changes have been saved successfully, the following message will display.



Once “OK” has been selected you will return to the login window and required to log in using your new password.



SMART eR

District

User ID

Password

It will then display a security question. Enter an answer correctly and the system will finish logging in.

Please answer 1 of your security questions to verify your identity.

What is your favorite color?

Fields with a colored background need to be entered before saving.

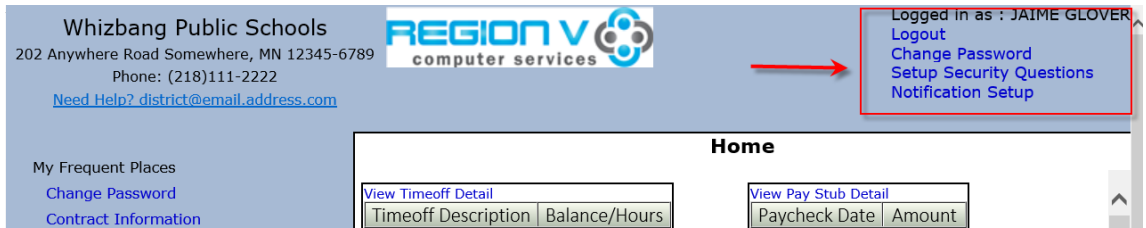
Note:

1. If you are locked out and have security questions setup – You can use the **Forgot Password** link to reset your password. You will be asked to answer one of your security questions.
2. If you provide the correct User ID and Password, but forgot the answer to your security question – Close out of SMARTeR and re-login. This will trigger a new security question.
3. You have 3 attempts to login successfully before you are locked out. If you have 2 invalid attempts to get in and then successfully submit your username and password, you will have 3 attempts to answer your security question before you are locked out.

Changing Password and Security Questions

Password and **Security Questions** can be maintained or changed using links provided in the upper right corner of the **Home** page.

Select **Logout** to exit SMART eR.



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[Need Help? district@email.address.com](#)

REGION V
computer services

Logged in as : JAIME GLOVER
Logout
Change Password
Setup Security Questions
Notification Setup

My Frequent Places
[Change Password](#)
[Contract Information](#)

Home

View Timeoff Detail	
Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail	
Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

Announcements and District Forms

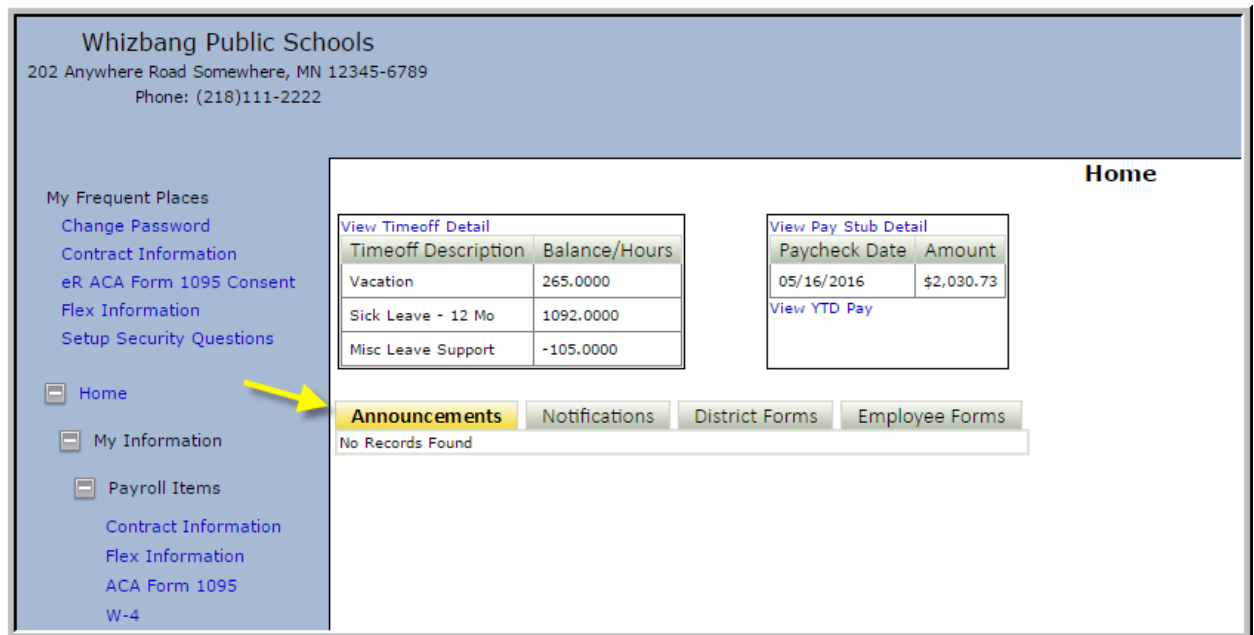
Announcements, Notifications, District Forms and/or **Employee Forms** appear on the **Home** page. This module provides a way for Administration to send electronic announcements and notices to employees which are visible once the employee has logged into SMART eR.

Once you are logged in, the Announcements page will be displayed.

Below is an example of what is displayed. Any “**Announcements**” sent to the employee will be referenced on this page.

Click on the “**View**” button and the message will display in the message box section.

To delete old messages that you are no longer interested in click the “**Delete**” button.



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My Frequent Places
[Change Password](#)
[Contract Information](#)
[eR ACA Form 1095 Consent](#)
[Flex Information](#)
[Setup Security Questions](#)

Home
My Information
Payroll Items
[Contract Information](#)
[Flex Information](#)
[ACA Form 1095](#)
W-4

Home

View Timeoff Detail	
Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail	
Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

Announcements Notifications District Forms Employee Forms

No Records Found

To access any forms that have been attached, click on the “**District Forms**” button. Click on the “**View**” tab to view and/or print the forms.

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Logged in as : JAIME GLOVER
Logout
Change Password
Setup Security Questions
Notification Setup

Home

My Frequent Places
Change Password
Contract Information
eR ACA Form 1095 Consent
Flex Information
Setup Security Questions

Home
My Information
Payroll Items
Contract Information
Flex Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet
Requests
About Me

View Timeoff Detail

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

Announcements Notifications **District Forms** Employee Forms

	Description	Note	File Name	Created Date	Form Type	Form Category	Date/Time Signed
View	2015 W-4 Form		Form W-4 2015.pdf	5/14/2015 2:34:53 PM	W4 Form		
View	2015-16 Para Calendar		2015-16 Para Calendar Days.pdf	5/14/2015 2:40:47 PM			
View	ACH - DIRECT DEPOSIT FORM		authorization agreement for automatic deposit.doc	1/7/2013 11:20:16 AM	Direct Deposit Form		
View	HSA Contribution Form	HSA Contribution Form	HSA Contribution Form 11.2014 update.docx	5/14/2015 2:36:43 PM			
View	Para-Prof Timesheet	Para Professional Timesheet	Para-Prof TimeSheet - update 3.2014.pdf	5/14/2015 2:42:15 PM			
View	SUPPORT STAFF TIMESHEET (Non-Para's)		RevisedTimeSheet 6.12.12.xls	1/7/2013 11:35:39 AM	Miscellaneous		

Favorites are automatically saved on the top left of the homepage.

My Frequent Places

- Contract Information
- Flex Information
- Pay Stub
- TimeOff
- Year to Date Pay

View Timeoff Detail

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

Home

To logout, click on the **Logout** link in the top right of the screen.

Logged in as : JAIME GLOVER
Logout
Change Password
Setup Security Questions
Notification Setup

SMART eR Menu Items Defined

Navigating SMART eR

The **Home** page will be the same for everyone. It is the main page which SMART eR starts from.

Key Menu Items include:

- A- My Frequent Places:** This feature will track the pages visited most frequently by the employee. It will list the top 5 most accessed places. *The pages/reports are also available in the normal menu. The user will see nothing until they access a page.*
- B- Home:** This feature allows the employee to directly access the two most frequently used pages; **Pay Stub and TimeOff**. The page displays the most current values available. Detail can be viewed by clicking on the link to **View Detail**. *Old pay stubs can also be found under the link. If a user has not been paid, or the district is not using TimeOff, then the box will not display.*
- C- Logged in as:** All employee maintenance for SMART eR is located in one place. The links to **Change Password** or **Security Questions** will always display on the **Home** page so they are easy to find. *We RECOMMEND that users logout of SMART eR if on a public computer to keep their data safe.*
- D- Menus (left sidebar):** Menus can be opened or closed by clicking on the '+/-' sign. *SMART eR automatically opens to an employee's information to save them clicks.*
- E- Browsers (bottom of page):** The browsers supported for the current release of SMART eR can be found at the **Visit our About page** link. *These are adjusted every release based on the users accessing SMART eR statewide.*

The screenshot shows the SMART eR Home page for Whizbang Public Schools. The page includes a header with school information, a logo for REGION V computer services, and a user login status. The main content area is titled 'Home' and contains several sections: 'My Frequent Places' (annotated with A), 'View Timeoff Detail' and 'View Pay Stub Detail' (annotated with B), a 'Message' section with an announcement table (annotated with C), and a footer with version information and contact links (annotated with E). The left sidebar contains a menu with items like 'My Information', 'Payroll Items', 'Requests', 'About Me', 'Responsibilities', 'Reports', and 'Other' (annotated with D).

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REGION V
computer services

Logo and district email address can be added

Logged in as : JAIME GLOVER
Logout
Change Password
Setup Security Questions
Notification Setup

My Frequent Places
Change Password
Contract Information
Flex Information
Pay Stub
TimeOff

Home

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

(1) Announcements

Priority	From	Subject	Received	
View	Delete	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
View	Delete	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 Visit our About page
Comments about our Software? SMARTSystems@erdc.k12.mn.us

Pay and Personal Information

Pay and Personal Information is available to all employees. This allows the employee to view their personal information. The district also has the option of allowing employees to update their information online such as addresses, phone numbers, email addresses, dependents, emergency contacts, licensure and training. This will then update the information in the SMART database.

TimeOff

TimeOff and **Pay Stub** are displayed on the **Home** page. The page displays the most current values available. Detail can be viewed by clicking on the link to **View Detail**.

- ✓ This allows you to view the **TimeOff** plans, balances and usage.

From “**Home**” page, select “**View Timeoff Detail**”

The screenshot shows the 'Home' page with two main sections. On the left, under 'View Timeoff Detail', there is a table with columns 'Timeoff Description' and 'Balance/Hours'. The rows are: Vacation (265.0000), Sick Leave - 12 Mo (1092.0000), and Misc Leave Support (-105.0000). An arrow points to the 'View Timeoff Detail' link above this table. On the right, under 'View Pay Stub Detail', there is a table with columns 'Paycheck Date' and 'Amount'. The row shows 05/16/2016 and \$2,030.73. Below these sections are buttons for 'Announcements', 'Notifications', 'District Forms', and 'Employee Forms'. At the bottom, it says 'No Records Found'.

It will open the **TimeOff** Information.

- Use the drop down box to select a different year to view
- Click ‘+’ to view detail
- Click ‘-’ to hide detail

This screen shows the different TimeOff Plans that are available to the employee.

Time off information from prior years can also be viewed by selecting the appropriate date range.

The screenshot shows the 'TimeOff' page. At the top, it says 'Please Select A Date Range' with a dropdown menu showing '07/01/2015 to 06/30/2016'. Below this are three sections, each with a table of data:

- Misc Leave Support**

	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
+								
		Summary	0.00	105.00	0.00	-105.00	-136.00	0.00
- Sick Leave - 12 Mo**

	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
+								
		Summary	1000.00	18.00	110.00	1092.00	0.00	0.00
- Vacation**

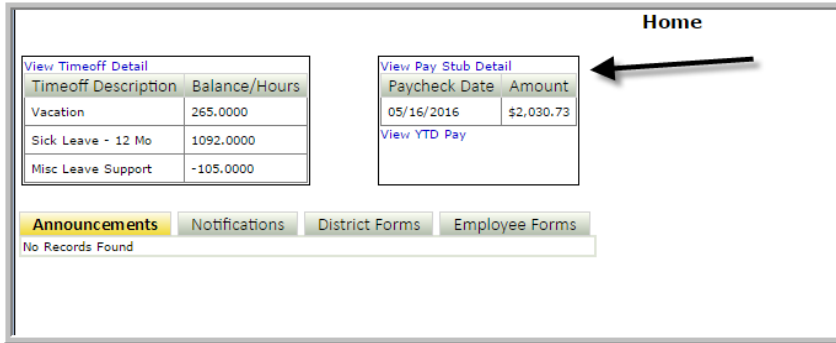
	Date	Description	Begin Balance	Usage	Accrual	Available	New Year Lost	Accrual Lost
+								
		Summary	201.00	96.00	160.00	265.00	0.00	0.00

Pay Stub

Pay Stub and **TimeOff** are displayed on the **Home** page. The page displays the most current values available. Detail can be viewed by clicking on the link to **View Detail**. Year-to-date pay information can be viewed by clicking on the link to **View YTD Pay**.

- ✓ This allows you to view your current and old pay stubs as well as your Year to Date Pay and your specific Pay Information.

From the “**Home**” page, click on the “**View Pay Stub Detail**”



View Pay Stub Detail

This shows the detail of the last processed payroll.

This shows where and how much was deposited into the employees account.

This area shows what type of pay and the gross amount of pay for the specific pay period. If the employee earns multiple types of pay each pay will be shown separately.

This area shows deductions and the amount withheld from the employee's pay check. These deductions along with the amounts withheld for state, federal and FICA taxes are subtracted from the gross pay to get to the employee's net pay.

This section shows the amount of District match that the employee is eligible for under their work agreement.

[View Other Pay Stubs](#)
05/16/2016 Net Pay: \$2,030.73

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Savings	BankName-For-291270665	****254	\$600.00
Direct Deposit	Checking	BankName-For-291270665	****769	\$1,430.73
Total				\$2,030.73

Pay

Pay	End Date	Units	Rate	Amount
Accounting	05/15/2016	0.0000	\$0.00	\$3,280.90
Total				\$3,280.90

Deductions
(* = Pre-Tax)

	Amount
ID Theft Ins Prem	\$12.95
PERA *	\$213.26
AMERIPRISE *	\$100.00
Total	\$326.21

Taxes

	Amount	Taxable Income
Federal Income Tax	\$500.09	\$2,967.64
Medicare	\$47.58	\$3,280.90
MN Income Tax	\$172.88	\$2,967.64
OASDI	\$203.41	\$3,280.90
Total	\$923.96	

Benefits

	Amount
Life Board	\$4.31
LTD % Board	\$6.73
Medicare - Employer	\$47.58
AMERIPRISE	\$100.00
HSA Health Benefit	\$139.58
OASDI - Employer	\$203.41
PERA Board	\$246.07
Health Board	\$518.62
Total	\$1,266.30

To get to older paystubs, click on the **View Other Pay Stubs** link.

Pay Stub

[View Other Pay Stubs](#) ←

05/16/2016 Net Pay: \$2,030.73

Pay Check

Payment Type	Account Type	Financial Institution	Account	Amount
Direct Deposit	Savings	BankName-For-291270665	*****254	\$600.00
Direct Deposit	Checking	BankName-For-291270665	*****769	\$1,430.73
			Total	\$2,030.73

By clicking here a listing of all previous pay periods will appear.

A list will appear to choose from. Use the drop down box to select a different year to view.

Pay Summary

Select a year from the list to see that year's paychecks.

Year: ▼

Click on a Date to see that Pay Stub Detail.

Date	Amount
05/16/2016	\$2,030.73
04/29/2016	\$2,030.73
04/15/2016	\$2,030.73
03/31/2016	\$2,030.74
03/15/2016	\$2,030.72
02/29/2016	\$2,030.74
02/12/2016	\$2,030.73
01/29/2016	\$2,030.73
01/15/2016	\$2,030.73

If the employee simply wants to know what their deposits were by calendar year, they can use the drop down box to select the year. This will display Net amounts by check date.

If you wish to see more detail, either click on the date or the amount for the particular pay period and the detail for that pay period will be displayed.

Year to Date Pay

From the “Home” page, click “View YTD Pay”

[View Timeoff Detail](#)

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

[View Pay Stub Detail](#)

Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

Year to Date Pay

ANGELINA ANDREWS
 Year: 2013 Earnings through 07/31/2013

Pay

	Amount
Secretary	\$20,013.24
Total	\$20,013.24

Deductions
 (* = Pre-Tax)

	Amount
PERA*	\$1,250.88
Supplemental Life In	\$99.14
Total	\$1,350.02

Benefits

	Amount
Dental Board	\$854.00
Life Board	\$41.35
Medicare - Employer	\$290.19
OASDI - Employer	\$1,240.82
PERA Board	\$1,450.90
Total	\$3,877.26

Taxes

	Amount	Taxable Income
Federal Income Tax	\$1,567.48	\$18,762.36
Medicare	\$290.19	\$20,013.24
MN Income Tax	\$808.68	\$18,762.36
OASDI	\$1,240.82	\$20,013.24
Total	\$3,907.17	

Annotations:

Any deduction followed by an “*” is a pre-taxed deduction.

This screen shows the employee the calendar year to date info. To see a different year, click on the drop down box and select the year you wish to view.

This screen gives the employee the year to date information on pay, taxes, deductions and district paid benefits.

Personal Information can be accessed under the **Home** menu | **My Information**. Listed beneath that are two additional menus allowing employees to view their personal information; **Payroll Items** and **About Me**. The district also has the option of allowing employees to update their information online.

Payroll Items

1. Payroll Items

- a) Contract Information
- b) Direct Deposit
- c) Pay Information
- d) ACA Form 1095
- e) W-4
- f) W-2

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REGION V computer services

Logged in as : JAIME GLOVER
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

My Frequent Places
[Change Password](#)
[Contract Information](#)
[Flex Information](#)
[Pay Stub](#)
[TimeOff](#)

Home

My Information

Payroll Items

- [Contract Information](#)
- [Direct Deposit](#)
- [Flex Information](#)
- [Pay Information](#)
- [ACA Form 1095](#)
- [W-4](#)
- [W-2](#)
- [W-2 Information Sheet](#)

Requests

About Me

- [Dependents](#)
- [Education](#)
- [Emergency Contacts](#)
- [Employee Information](#)
- [Licensure](#)
- [No Child Left Behind](#)
- [Training, Tests & Skills](#)

Home

[View Timeoff Detail](#)

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

[View Pay Stub Detail](#)

Paycheck Date	Amount
05/16/2016	\$2,030.73

[View YTD Pay](#)

(1) Announcements Notifications District Forms Employee Forms

Priority	From	Subject	Received
View Delete	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
View Delete	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 [Visit our About page](#)
Comments about our Software? SMARTSystems@erdck12.mn.us

Contract Information

Contracts Assignments

Sort By Assignment Year 2017

Assignment Name	Assignment Year	Date/Time Signed	Description
Sign View Custodial 16-17 School Yr	2017		High School, Custodian

Direct Deposit

Employees can view their district deposit information online. If allowed by the District, the employee can change the amounts allocated to their bank account(s) online. An electronic signature is required. Districts determine how many accounts each employee can enter. Changes made will not be active until it is signed by the employee and then moved into payroll through a batch job which is scheduled to run once a day.

Direct Deposit

You are allowed to have up to 3 account(s) at a time. This change may take a few pay periods to become effective. Payoffs are paid June - August. If you are requesting bank account changes during that time frame, it may not become effective until after August.

[+ Add New](#)

	Bank	Account Number	Account Type	Amount
Edit Delete	2100050009		Checking	
Edit Delete	2100050004		Savings	\$600.00

An Electronic Signature is required. The employee is asked to authorize the change and verify their identity.

Direct Deposit

You are allowed to have up to 3 account(s) at a time. This change may take a few pay periods to become effective. Payoffs are paid June - August. If you are requesting bank account changes during that time frame, it may not become effective until after August.

[✔ Sign](#) [← Cancel](#) [🔍 View Check Example](#)

Your Bank Information

Routing Number

Distribution Instructions

Account Number

Account type

Amount \$

Electronic Signature

I authorize and request my employer to automatically deposit and/or cancel direct deposit for my regular paycheck to the above listed account(s). I understand that my employer or I may terminate this agreement at any time by written notification. Any such notification requires a reasonable time to act upon it. I authorize my employer to debit and/or cancel my account(s) for the purpose of correcting an erroneous credit previously initiated to my account provided that prior to the debit and/or cancel my employer has notified me in writing of such debit and the reason therefore. Please check the box to authorize the transaction.

Please complete the following information and click **Verify** to validate your identity.

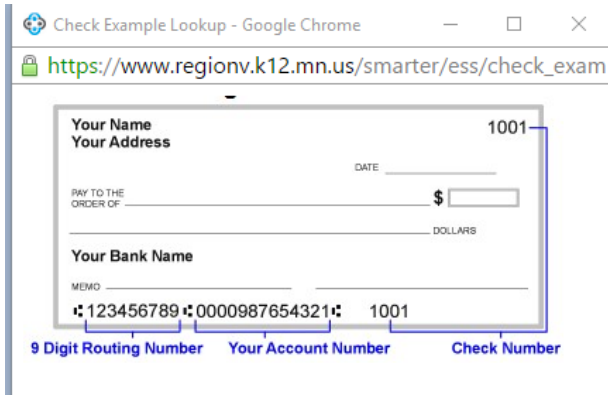
Current Password:

Last four digits of your SSN:

[✔ Verify](#) [← Cancel](#)

Fields with a colored background need to be entered before saving.

The employee can view an example of where to locate the routing number and account number by clicking on the **View Check Example** button.



Pay Information

Employees can view their pay information online. Below is an example of a teacher's information for their basic assignment and additional pay. Employees can view information from prior years by using the drop down box to select a different year.

Pay Information

Fiscal Year:

Your basic assignment for the 2015-2016 school year is: Guidance Counselor
Notice of Assignments for the 2015-2016 School Year.

Your Salary for the 2015-2016 school year for basic services is:

Start Date	Stop Date	Pay Code	Lane	Step	Factor 3	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount
09/01/2015		TEACHER	MA+10	18	*	1.0000	\$0.00	\$61,835.00	8	183	1,464	\$42.24	\$337.90	\$0.00

Additional Pay

Start Date	Stop Date	Pay Code	Lane	Step	Factor 3	FTE	Unit PD Amount	Contract Annual Amount	Hrs/Day	Day/Yr	Hrs/Yr	Contract Hourly Rate	Contract Daily Rate	Unit PD Annual Amount
05/01/2016	05/31/2016	XADVISOR				1.0000	\$0.00	\$859.50	0	0		\$0.00	\$0.00	\$0.00

ACA Form 1095

Employees can view and print their 1095 information. The first time a user goes to the ACA Form 1095 page, the "Consent" message will come up. If the employee consents **Yes** the IRS allows the employer to furnish the form electronically. Generally, this means the employee will receive their form sooner than a paper form, and be more convenient for them as well. Employees can view prior years by using the drop down box to select a different year.

ACA Form 1095

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

Home

My Frequent Places
Contract Information
Flex Information
Pay Stub
TimeOff
Year to Date Pay

Home
My Information
Payroll Items
Contract Information
Flex Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet

View Timeoff Detail

Timeoff Description	Balance/Hours
Vacation	265.0000
Sick Leave - 12 Mo	1092.0000
Misc Leave Support	-105.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

Announcements Notifications District Forms Employee Forms

No Records Found

Example of the online consent notice.

ACA Form 1095

If Acrobat Reader (v9.0 or later) is not installed on your computer, please do so before continuing.

Your employer is required to provide proof of health insurance to both you and the IRS. The 1095-C (or 1095-B) includes information about the health coverage offered to you and confirmation as to which months you and/or your family members had health coverage.

While you do not need to attach this form to your tax filing, please review it for accuracy. If you have already filed your return, please make sure the information you reported on your taxes as to which months you had health coverage matches the information provided on the form. If the information matches you do not need to take any action. Retain the form for your records.

Sort By Year

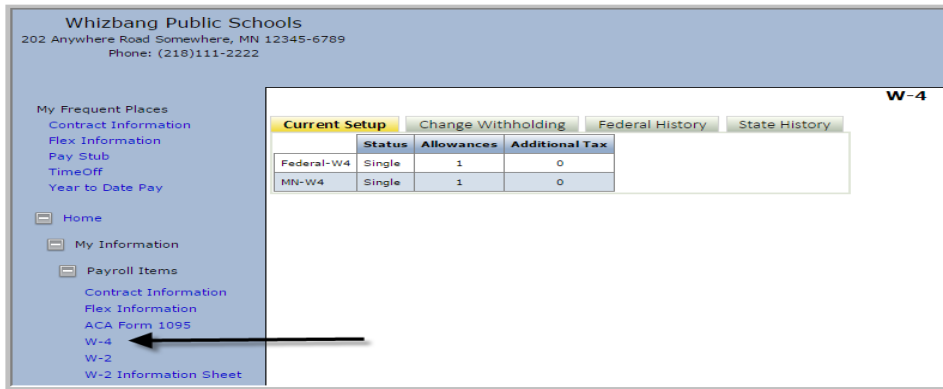
Form	Form Type	Form Version	Date Completed
<input type="button" value="View Form"/>	<input type="button" value="View Instructions"/>	1095-C Original 1	3/23/2016 11:25:09 AM

This form will be used by the IRS to prove your insurance coverage on your individual tax return. If you have worked for multiple employers, you could receive more than 1 of these forms (similar to how W-2s work).

W-4 and W-2

Employees can view online what is currently being claimed for tax withholding based on their completed Form W-4. The Form W-2 and W-2 Information sheet can also be viewed. If the employee has not consented to receiving the W-2 electronically the option to view or print their W-2 is not available. Once the user has consented to an electronic W-2 both the current and prior years can be viewed.

W-4



Change W-4 Withholding Amounts

Districts can allow an employee to change their W-4 withholding amounts online for both federal and state reporting. An Electronic Signature is required. The employee is asked to authorize the change and verify their identity. *See Page 14 – Direct Deposit – for an example of this process.* Changes will not be active until it is signed by the employee and then moved into payroll through a batch job which is scheduled to run once a day.

The employee can view an example of the Federal or State W-4 by clicking on the **View Blank W-4** button, as applicable.

W-4

Current Setup **Change Withholding** Federal History State History

Minnesota law imposes a \$500 penalty on any employee who knowingly files an incorrect withholding allowance/exemption certificate. Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. (This form is not valid unless an electronic signature is submitted.)

Federal W-4 Section

Box 3 - Marital Single Married Married, but withhold at higher Single rate.
Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.

Box 4 - Last Name Differs If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card.

Box 5 - Allowances Total number of allowances you are claiming (from line H on Personal Allowances Worksheet or from applicable worksheet on page 2)

Box 6 - Additional Withhold Additional amount, if any, you want withheld from each paycheck.

Box 7 - Exemption I claim exemption from withholding, and I certify that I meet both of the following conditions for exemption.
* Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and
* This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.

W-2

In order to view and print your W-2 on-line you must consent to Electronic W-2's when you access this window.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

Logged in as : JAIME
Logout
Change Password
Setup Security Ques
Notification Setup

W-2

Warning: If you are using a public computer, certain web browsers may automatically save your PDF documents that have been opened. These may be viewed by other people. To keep your information secure, please log out of SMART eR and delete your files out of this computer's 'Downloads' folder.

If Acrobat Reader (v9.0 or later) is not installed on your computer, please do so before continuing.

2015 W-2 Select the year and form you want to view and print

Go Click this button to retrieve your information

When the form is displayed, print as many copies as you need - white paper and black ink only

Reminder: ACA Form 1095 is a new tax form beginning in 2015 and beyond for individual tax returns. You may or may not be receiving one. For 2015, the IRS has determined that they are not needed to file tax returns, but suggest filing it with your tax information.

[Click here to view the ACA Form 1095:ACA Form 1095](#)

My Frequent Places
Contract Information
Flex Information
Pay Stub
TimeOff
Year to Date Pay

Home

My Information

Payroll Items

Contract Information
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ACA Form 1095
W-4
W-2
W-2 Information Sheet

W-2 Information Sheet

W-2 Information Sheet is available to all employees, even if the employee has not consented to an electronic W-2.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

Year 2016 Earnings through 05/16/2016

JAIME 415 GLOVER
PO Box 415
Somewhere, MN 12345

Chk. Loc ESS W4 Info - Fed S - 1 Extra \$0.00
Loc 300 W4 Info - MN S - 1 Extra \$0.00

W-2 Information Sheet

Calculation of "Wages, Tips & Other Compensation" (W-2 Box 1)

		Amount
Gross Pay & EBE Via Payroll		\$29,528.10

Comment	Code	Amount
- Retirement	PERA_EE	\$1,919.34
- Deferrals to 403b plan	TSA8	\$900.00
= Wages Tips & Other Compensation	Box 1	\$26,708.76

Other Payroll Deductions

Comment	Code	Amount
Other	IDHTFTPREM	\$116.55

My Frequent Places
Contract Information
Flex Information
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Year to Date Pay

Home

My Information

Payroll Items

Contract Information
Flex Information
ACA Form 1095
W-4
W-2
W-2 Information Sheet

The **About Me** group can be accessed under the **Home** menu | **My Information**. This section contains the employee's personal information, emergency contacts and dependent information. Districts have the option of allowing the employees to make changes to this information.

About Me

2. About Me

- a) Dependents
- b) Education
- c) Emergency Contacts
- d) Employee Information
- e) Licensure

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
[Need Help? district@email.address.com](#)

REGION V computer services

Logged in as : JAIME GLOVER
[Logout](#)
[Change Password](#)
[Setup Security Questions](#)
[Notification Setup](#)

Home

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

(1) Announcements

Priority	From	Subject	Received
<input type="checkbox"/> View <input type="checkbox"/> Delete	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
<input type="checkbox"/> View <input type="checkbox"/> Delete	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 [Visit our About page](#)
Comments about our Software? SMARTSystems@ercd.k12.mn.us

Dependents

This screen will show you who the district has listed as your dependents.

The district has the option of allowing the employee to make changes to this information.

About Me

- Dependents
- Education
- Emergency Contacts
- Employee Information
- Licensure
- No Child Left Behind
- Training, Tests & Skills

Dependents

[+ Add New](#)

[Edit](#) [Delete](#)

Dependent SSN	Name	Address	Telephone	Relationship	Birth Date	Gender	Fulltime Student	Dependent	Beneficiary
	Jordan, John	PO Box 45 Somewhere MN 12345 US		Spouse		Male	No	No	No

Education | Continuing Education

This screen allows the employee to view the information the district has on file for their education along with continuing education credits (e.g. Lane Changes).

The screenshot shows the 'Education' page. On the left is a sidebar menu with options: About Me, Dependents, Education (highlighted with a red box and an arrow), Emergency Contacts, Employee Information, Licensure, No Child Left Behind, and Training, Tests & Skills. The main content area is titled 'Education' and contains a table of continuing education credits. A red box highlights the 'Continuing Education' tab.

Course	Description	School	Credits	Grade	Date Enrolled	Date Completed	Approved By	Rec Trans	Current Lane	Date Lane Changed
101	Counseling		4.000			08/31/2000	DECKER, MATTHEW 923	Y	MA+20	
201	Counseling Level 2		4.000			08/31/2001	DECKER, MATTHEW 923	Y	MA+20	
301	Counseling Level 3		4.000			08/31/2002	DECKER, MATTHEW 923	Y	MA+20	
401	Counseling Level 4		3.000			08/31/2003	DECKER, MATTHEW 923	Y	MA+20	
			MA+20 Credits:	15.000						
			Total Lane Credits:	15.000						

Emergency Contacts

The screenshot shows the 'Emergency Contacts' page. On the left is a sidebar menu with options: My Frequent Places, Contract Information, Flex Information, Pay Stub, TimeOff, Year to Date Pay, Home, My Information, Payroll Items, Requests, About Me, Dependents, Education, Emergency Contacts (highlighted with a red box and an arrow), and Employee Information. The main content area is titled 'Emergency Contacts' and contains a table of emergency contacts. A red box highlights the 'Add New' button.

Contact Name	Relationship	Call Priority	Address	Home Phone	Office Telephone	Ext.	Mobile Phone
Contact 767	Parent	1	PO Box 415 Somewhere, MN 12345 US	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 768	Parent	2	PO Box 415 Somewhere, MN 12345 US	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 770	Child	3	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 764	Child	4	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 765	Brother or Sister	5	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 766	Brother or Sister	6	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890
Contact 771	Brother or Sister	7	PO Box 415 Somewhere, MN 12345	(123) 456-7890	(123) 456-7890	1234	(123) 456-7890

This is where the District would like all employees to add, update, or delete the individuals they would like contacted in the event of an emergency situation. If there are contacts in the district's database, they will be listed here.

The employee can also change the information that is currently listed by clicking on the "Edit" button (if visible).

The employee can then make the changes and save. If there is a contact that is no longer valid, the employee can select that contact and delete it.

Employee Information | Address

This screen shows the current information that the district has on the employee.


The district has the option of allowing employees to make changes to their address. There is also additional information that can be updated by the employee if the district chooses to make that option available.

The screenshot shows the 'Employee Information' page with the 'Address' tab selected. The sidebar menu is the same as in the previous screenshots, with 'Employee Information' highlighted. The main content area shows the current name and address for the employee, JAIME 415 GLOVER, PO Box 415 Somewhere, MN 12345 US. Below this is a section for 'Name/Address Changes' with a warning message and a 'Date To Be Changed' field. The address form includes fields for Address, City, Country (United States), State/Prov (NA), and Postal Code. There are 'Save' and 'Cancel' buttons at the bottom.

Employee Information | Contact


Employee Information							
Address	Contact		Other				
	Office Phone	Office Ext.	Home Phone	Mobile Phone	Preferred Email	Work Email	Home Email
 Edit	(123) 456-7890	123	(123) 456-7890	(098) 765-4321	Work	work@email.com	home@email.com

Employee Information | Other

Employee Information						
Address	Contact	Other				
	Gender	Birth Date	Spouse Name	Marital Status	Veteran Type	Veteran Disability
 Edit	Female	07/27/1972	John	Married		

Licensure | Teaching Licenses

Teaching license information is viewable here, including expiration dates. A link to the MDE website is provided so the employee can view their record on file with the State of Minnesota.

Licensure									
Please notify the district office if there are any discrepancies between your records and those of the district, which appear below. Recent renewals will not be reflected.									
Teaching Licenses		Other Licenses/Certifications							
To see your records on file with the State of MN, click Here  link to the MDE website (Licensure)									
License Code	Student Level	Group	License Pending	Folder#	Expire	License Type	Issue	Renewal	
COUNSELOR OR TEACHING INTERN	7-12	Full-Time Teaching		533370	06/30/1998	Limited			
SECONDARY GUIDANCE AND COUNSELING	7-12	Full-Time Teaching		533370	06/30/2020	Standard		06/30/2015	

Licensure | Other Licenses/Certifications

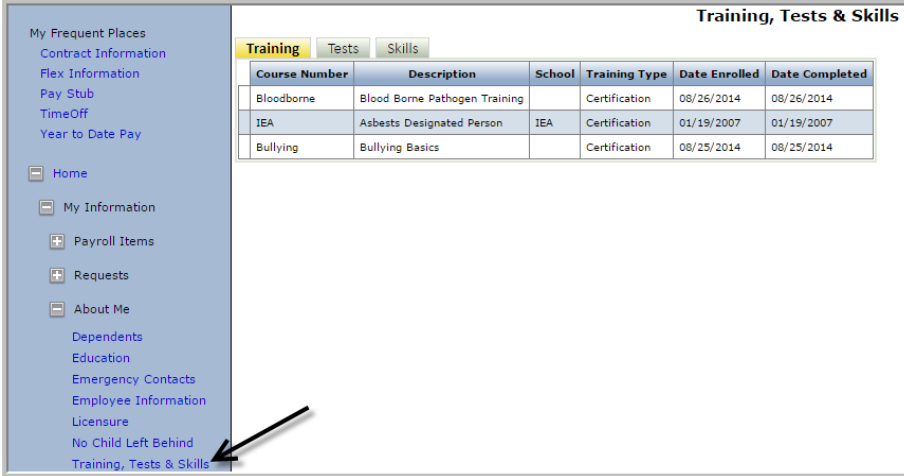
This section tracks other licenses and certifications such as Asbestos Certification, Boiler License, CPR certificate, Driver's License, Occupational Therapist, and Registered Nurse.

Licensure					
Please notify the district office if there are any discrepancies between your records and those of the district, which appear below. Recent renewals will not be reflected.					
Teaching Licenses		Other Licenses/Certifications			
License Code	License Pending	License #	Issue	Expire	Renewal
Drivers License		8888008M50314	07/01/2013	07/27/2017	07/27/2017

Training, Tests & Skills

Training, Tests & Skills can also be viewed in this window.

Additional Training, Tests and Skills can be used to track other types of training for staff and the date the training was completed.



Course Number	Description	School	Training Type	Date Enrolled	Date Completed
Bloodborne	Blood Borne Pathogen Training		Certification	08/26/2014	08/26/2014
IEA	Asbestos Designated Person	IEA	Certification	01/19/2007	01/19/2007
Bullying	Bullying Basics		Certification	08/25/2014	08/25/2014

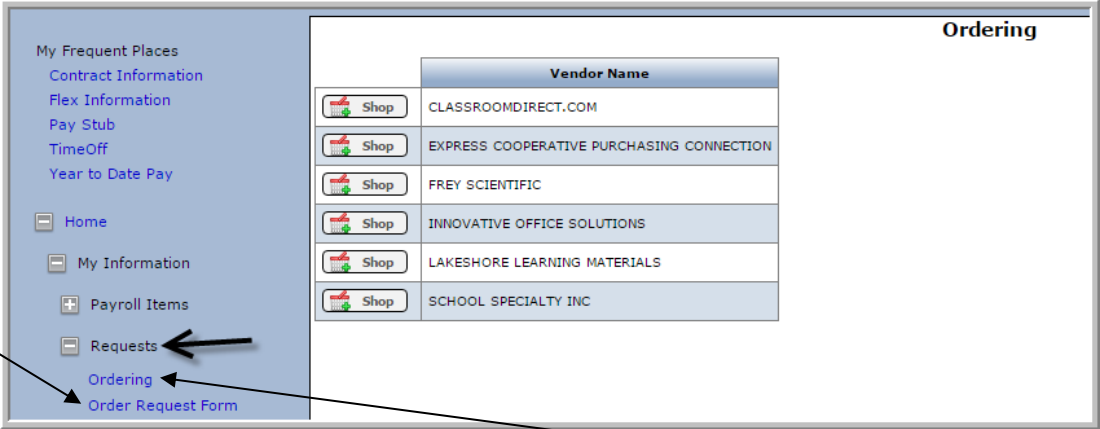
Requests

Requests includes **Ordering**, **Leave of Absence Request** and **Vehicle Request**. This group can be limited to specific employees through secured access. Region V will set up user access based on the request made by the district administration.

Ordering

This is a web-based system for non-SMART Finance users to enter purchasing information and perform all the functions related to Purchasing. SMART eR currently offers two different methods for authorized users to request and/or place orders that transfer into SMART Finance: **Ordering** and **Order Request Form**.

To create an Online Order Request, click on **Order Request Form**. Key in the information and transmit to SMART Finance.









Shop	Vendor Name
Shop	CLASSROOMDIRECT.COM
Shop	EXPRESS COOPERATIVE PURCHASING CONNECTION
Shop	FREY SCIENTIFIC
Shop	INNOVATIVE OFFICE SOLUTIONS
Shop	LAKESHORE LEARNING MATERIALS
Shop	SCHOOL SPECIALTY INC

Online Ordering allows the user to punch out to a vendor's website.






Ordering

The first method is **Ordering** for specific outside vendors via a “punch-out” system. The authorized employee chooses from a predetermined list of approved vendors. They are able to go to the vendor’s website and place items in their “shopping cart”. They transfer their cart of goods into SMART Finance where this request becomes a requisition or purchase order. Once the purchase order is approved, the order can be electronically transferred back to the vendor via SMART eR.

Ordering	
	Vendor Name
 Shop	CLASSROOMDIRECT.COM
 Shop	EXPRESS COOPERATIVE PURCHASING CONNECTION
 Shop	FREY SCIENTIFIC
 Shop	INNOVATIVE OFFICE SOLUTIONS
 Shop	LAKESHORE LEARNING MATERIALS
 Shop	SCHOOL SPECIALTY INC

Order Request Form

The second method is the **Order Request Form** which allows authorized district personnel to create an order request in SMART eR to be transferred into SMART Finance for requisition or purchase order processing. They do not go to a vendor’s website for this process. They simply choose an active vendor from the list and key in the items they are requesting. The request is transferred into SMART Finance where it becomes a requisition or purchase order.

Order Request Form			
 Start Cart		 Retrieve Cart	
Employee Name: JAIME GLOVER Order Date: 06/27/2016			
Requested Fiscal Year	2016	Ship to Location	1 - Area School-1 - Location-1
Comments		Vendor Notes/Prints on PO	
Vendor Code	33249 	Vendor Group	1
 Add Attachment		 Click Save to Enter Items	
Vendor Name: MACIE PUBLISHING CO. 123 Sunny Street Somewhere, NJ 12345		Vendor Fax#: 218-214-5689	

Responsibilities

The **Responsibilities** group includes **Vehicles** and **Supervisor's Report of Accident**. Like the Requests group, it can be limited to specific employees through secured access. Region V will set up user access based on the request made by the district administration.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222
[Need Help? district@email.address.com](#)

REGION V
computer services

Home

View Timeoff Detail

Timeoff Description	Balance/Hours
Misc Leave Support	-105.0000
Sick Leave - 12 Mo	1092.0000
Vacation	265.0000

View Pay Stub Detail

Paycheck Date	Amount
05/16/2016	\$2,030.73

View YTD Pay

(1) Announcements

Priority	From	Subject	Received
View Delete	JAIME GLOVER	Summer Contact Information	06/24/2016 12:26 PM
View Delete	JAIME GLOVER	IMPORTANT NOTICE	06/24/2016 11:08 AM

Message

SMART eResources v16.2.1.0 [Visit our About page](#)

Responsibilities

- 2015 ACA Filing
- Place Order
- Property Assignment
- Vehicle Approval
- Vehicle Calendar
- Vehicle Service Selection
- Vehicle Maintenance
- Supervisor's Rpt of Accident

Supervisor's Report of Accident

Supervisor's Report of Accident (SRA) is used to notify the district office of an injury. Supervisors can be given access to this page to complete the form. A confirmation email is sent to a designated person to let them know that an SRA has been completed. The information from the SRA will auto-populate the First Report of Injury (FROI) report in SMART HR. The SRA is often used by the Worker's Comp Company to investigate a claim.

Whizbang Public Schools
202 Anywhere Road Somewhere, MN 12345-6789
Phone: (218)111-2222

Supervisor's Rpt of Accident

Employee ID: Original Hire Date - 01/20/1997 Adjusted Hire Date - 01/20/1997

Please enter an incident date and click on the "Add New" button to create a new entry.

Date: [Add New](#)

Incident Date	Attachment Saved
Edit 11/22/2010	

Responsibilities

- Place Order
- Property Assignment
- Supervisor's Rpt of Accident

Change Password and Security Questions

In the top right of the home page, you will find profile options.



You can change your password and security questions on this page.

Your Password must be a minimum of 8 characters in length and contain at least 1 capital letter, 1 letter, 1 number and 1 symbol. The password is case sensitive.

Current Password

New Password

Re-Type New Password

Fields with a colored background need to be entered before saving.

In order for an employee to reset their password three (3) security questions must be setup.

An employee can set up one, two or three of their own questions, or choose the "Pre-Setup Questions", or a combination of these two options.

Three (3) questions must be set up.

A screenshot of the "Setup Security Questions" page. The top navigation bar shows "ic Schools", "ere, MN 12345-6789", "1-2222", and "Logged in as : JAIME GLOVER" with links for "Logout", "Change Password", "Setup Security Questions", and "Notification Setup". An arrow points to the "Setup Security Questions" link. The main content area is titled "Setup Security Questions" and includes the instruction: "You MUST check at least 3 security questions. They can include a combination of your own questions and/or predefined ones." Below this are seven rows of questions, each with a "Check Here" checkbox and an "Answer" input field. The first three rows are "Choose Your Own Question" and are currently unchecked. The last four rows are "Pre-Setup Question" and are checked. The pre-setup questions are: "What is your favorite color?", "Who was your first boyfriend/girlfriend?", "What color was the first house you remember growing up in?", and "What is your Father's middle name?". The answer fields for the checked pre-setup questions have a pink background.

Logout

In the top right of the home page, you will find profile options. Select **Logout** to exit SMART eR.

